Checklist for a Report of Birth Abroad:
Both Parents are American Citizens

Unless marked otherwise, all of the following items are **REQUIRED**. If you do not have the required items, we will **NOT** accept your application, and you should return at another time.[*]

Item 1: COMPLETED REPORT OF BIRTH APPLICATION (BOXES 1 – 15)

Item 2:   **CHILD'S ORIGINAL BIRTH CERTIFICATE and PHOTOCOPY**

a.   If the child's Birth Certificate is in both English and Hebrew/Arabic: Be sure that the name is spelled -- in English -- exactly how you want it to be spelled on the child's Report of Birth Abroad. We must go by the spelling as it is presented in English.

b.   If the child's Birth Certificate is in Hebrew/Arabic language only: If not already translated, please use the provided translation form.

Note: Parents' names (and child's name) must appear on the birth certificate EXACTLY as they appear on the citizenship and identity documents provided. If not a name change document (see ITEM 5) is required.

Item 3.   **PROOF OF PARENTS' U.S. CITIZENSHIP AND PHOTOCOPIES**
Only acceptable proof (must have been issued prior to the child's birth):

- U.S. Passport;
- U.S. Birth Certificate;
- Naturalization/ Citizenship Certificate; or
- Report of Birth Abroad.

Item 4.   **BOTH PARENTS' IDENTIFICATION AND PHOTOCOPIES**
Only acceptable proof:

- Passport;
- Israeli or Palestinian Identification; or
- U.S. or Local Drivers License.

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[*] If there are extraordinary circumstances by which you are not able to provide the following documents, please see the receptionist and/or email us at: **jerusalemacs@state.gov**. Note: Consular officers have the right to ask for additional documents if they deem it necessary to establish the applicant's citizenship and/or identity.

Item 5.   **DOCUMENTS PROVING NAME CHANGE (IF APPLICABLE) AND PHOTOCOPIES**
Parents' and child's names on the birth certificate must match exactly the names on the citizenship and identity documents provided. If not, you must prove the name change via one of the following items:

- Marriage Certificate;
- Court Order;
- Name Change Certificate issued by a government authority; and/or
- Previous child's Report of Birth Abroad that lists 'AKAs'

Item 6.   **PROOF OF RESIDENCY.** At least one parent must submit proof that his or her primary residence was located in the United States at some time before the child's birth. Examples of acceptable evidence include mail, school transcripts, utility bills or doctor's records.

Item 7.   **REPORT OF BIRTH ABROAD FROM A PREVIOUS CHILD AND PHOTOCOPY listing the same parents.** In cases where a previous child has been registered, parents may also be required to present documentation of residency used to apply for the previous Report of Birth Abroad at the discretion of the consul.

Item 8.   **PARENTS' ORIGINAL MARRIAGE CERTIFICATE AND PHOTOPCOPY (if parents are married).** If the Marriage Certificate is in Hebrew/Arabic please use the translation form provided.

Item 9.   **DIVORCE OR DEATH CERTIFICATE (IF APPLICABLE) AND PHOTOCOPY.** If either/both parent(s) had a previous marriage, you must submit evidence of how the marriage was terminated (i.e., original or certified copy of the death/divorce certificate).

Item 10.   **PAYMENT – $65**

Payment can be made in dollars, shekels or by American Express, Visa, MasterCard, Diner's and Novus/Discover cards. Personal checks, money orders or other credit cards are **not accepted**. Please have exact change. Photocopies will cost $1.

REPORT OF BIRTH RETURN

Supply a **registered**, self-addressed, **stamped** envelope (for registered mail) or complete an envelope upon arrival at the Consulate General for a courier service that will deliver your documents directly to your chosen address.

Note: Parents must have been American citizens at the time of the child's birth to use this checklist. If one of the child's parents became an U.S. citizen after the birth of the child, please use the checklist: "Applying for a Report of Birth Abroad: One Parent is Not an American Citizen."